



POSITION RESPONSIBILITY

Directive 2 - 108

Date of Issue: July 2013 Amends/Cancels: Chapter II Sec 2

I. PURPOSE

The purpose of this Directive is to define and describe the responsibilities of positions within the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

All members of DGS-MCP will strive to meet the responsibilities described within their position.

III. POSITION RESPONSIBILITIES

A. Chief of Police

The Chief of Police is the highest ranking officer within DGS-MCP. Under the General direction of the Secretary of the Department of General Services, the Chief shall be responsible for administering the Department in accordance with all applicable laws and regulations and for ensuring the goals of the agency are met. The Chief shall apply principals of organizational management, including short and long range planning, fiscal management, discipline, personnel management and the evaluation of police service delivery. The Chief shall hold responsibility for the Department's annual budgets and control of police expenditures.

The Chief shall direct and coordinate the activities of all organizational components of the Department so that the objectives of the agency are met in an efficient and effective manner. The Chief will hold staff meetings to develop plans and programs, identify and solve problems, discuss policy and procedural issues, and facilitate communication concerning other areas needing attention.

B. Deputy Chief / Chief of Staff

The Deputy Chief is the second highest ranking position within DGS-MCP. The Deputy Chief performs as an assistant to the Chief of Police; and as such will be given special duties and responsibilities at the discretion of the Chief of Police.

C. Detachment Commander / Lieutenant

The Detachment Commander is responsible for the supervision and management of a Detachment and all of the facilities, grounds, service centers, and buildings that are assigned and designated to be

a part of the detachment. The Detachment Commander is also responsible for the supervision and management of any special units that have been assigned to him or her by the Chief of Police or the Deputy Chief.

In order to maintain a good working relationship with the civilian administrators, state employees groups and organizations, and other components of state government with which the Department interacts and provides police services, the Detachment Commander will encourage, facilitate and maintain open communication with all of these groups and components. Meetings will be held periodically, or as needed to exchange information, discuss any problem areas, work to formulate solutions, and enlist and encourage the participation of all employees in providing a safe and secure work environment.

It will be the responsibility of the Detachment Commander to ensure that all General Orders, Directives, and other forms of communication designated for dissemination to all Police Officers and/or Security Officers reach every member under his or her command that falls within the target category.

Detachment Commanders are responsible for the overall operation of their assignment to include:

Compliance with DGS policy and procedures.

Proper supervision.

1. Employee performance and morale.
2. Public safety.
3. Public relations.
4. Building security.

D. Administrative Sergeant

The Administrative Sergeant will assist the Detachment Commander in the overall operation of the Detachment.

E. Supervisors / Sergeants

Supervisors charged with the responsibility to instruct, assist, lead and evaluate subordinates while monitoring their activities to ensure that all tasks performed and actions taken are in conformity with all directives, rules and regulations promulgated by the Department. While performing supervisory functions, sergeants may also be required to answer calls for service, provide assistance to other officers responding to or handling requests for police service, and respond to questions, complaints, and problems involving employees or other persons. Administrative duties of supervisors include preparing work schedules and completing various types of reports.

A supervisor will:

1. Be a leader.
2. Be aware of the morale of those supervised.
3. Influence and motivate those supervised relative to the quantity and quality of their work.

F. Police Officers

Police Officers are assigned to all Detachments and may perform the duties related to mobile patrol, foot patrol, fixed posts assignments and special unit assignments. Mobile and foot patrol officers will be required to perform security checks of assigned buildings, respond to calls for service, traffic enforcement, conduct preliminary investigations, submit completed police reports, testify in court, and various other duties as needed. Police Officers working fixed post assignments will strive to provide a safe and secure work environment for all employees and visitors to the building by monitoring and checking the identification of all persons attempting to gain entry to the premises. Those officers working special assignments will be given specific instructions by their supervisors as to their required duties, responsibilities, procedures, etc.

G. Investigators

Members assigned to plain clothes investigative duties will be responsible for the prompt and proper conduct of investigations assigned to them and the implementation of proper police action relative to all matters within DGS-MCP jurisdiction.

H. Security Officers

Security Officers will be responsible for rendering prompt and courteous service as prescribed by the rules, policies, and standard operating procedures of DGS-MCP. In the absence of written policy covering specific situations, a Security Officer is expected to exercise reasonable judgment in the performance of their duties.

In addition Security Officers will observe and report any incident which may result in loss or damage to property or equipment, or endanger the safety of employees, tenants and visitors.

Lastly, Security Officers will ensure the proper credentialing of all employees and visitors to DGS-MCP secured facilities.

I. Police Communication Operators (PCO)

A Police Communication Operator (PCO) will communicate in a clear and concise manner while receiving and dispatching information and calls for service to both law enforcement and security. In addition PCO's will be able to provide prompt and courteous service to employees and visitors to DGS-MCP managed facilities.